

DEPAUL UNIVERSITY



Posthumous Degree

Category: Academic Affairs - Operational

Responsible Department: Office of the University Registrar

Responsible Officer: Provost

Effective Date: 1/11/2017

Policy Summary

This policy establishes a consistent means for the University to recognize the academic achievements of students who were enrolled in the University at the time of their death.

Scope

This policy affects the following groups of the University:

- Executive Offices
- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Students
- Deans
- Directors/Department Chairs

This policy affects all members of the above groups.

Policy

This policy establishes a consistent means for the University to recognize the academic achievements of students who were enrolled in the University at the time of their death.

The recognition is reserved for degree-seeking candidates who -- in addition to being actively enrolled and in good academic standing -- were on track to have met all degree requirements by the end of the term in which their death occurred.

For all other cases, the Dean may request a Certificate of Accomplishment be awarded to honor the student's progress toward the degree and accomplishments as a member in good-standing of the DePaul community.

Procedures

Reports of a student death that are received by the University should be initially routed through the Dean of Students Office and further communication with the family should be done by the Dean of Students. If the parent or family member requests a Posthumous Degree be awarded the Dean of Students will request that they provide a copy of the death certificate and official proof of familial relationship, such as:

- Birth certificate
- Marriage certificate
- Adoption decree
- Court order
- Power of Attorney

Upon receipt of the required documentation the Dean of Students will contact the Dean of the academic unit in which the student was enrolled. The Dean of the academic unit will determine whether awarding the Posthumous Degree is appropriate and will certify that the former student would have met the degree requirements during the term of the student's death. The Dean will send a written request to the University Registrar for the posthumous degree to be awarded and will include a statement certifying that the degree requirements would have been met according to this policy.

The Office of the University Registrar will post the notice of the award of the posthumous degree to the student's transcript in the next scheduled end of term conferral. There will not be any indication of a posthumous award of the degree on the student's diploma.

In cases in which the former student would not have been able to complete the requirements of the degree the Dean may request the University Registrar's Office award a Certificate of Accomplishment commemorating the student's progress toward the degree.

The Dean of Students will notify the parents or other relative that the degree, or certificate of accomplishment has been approved and will facilitate how the diploma/certificate will be received

Divisional Collaborations

Academic Affairs
Office of the University Registrar

Contact Information

Office of the University Registrar
(312) 362-8488
[Website](#)

Appendices

None.

History/Revisions

Origination Date: 01/11/2017

Last Amended Date: 01/11/2017

Next Review Date: N/A